

APPENDIX DPHYSICAL SECURITY STANDARDS FOR DoD
AA&E AT CONTRACTOR-OWNED FACILITIES

A. The following security criteria apply to AA&E in Appendix A:

1. Facility Construction. All new or existing storage and production facilities of AA&E shall be built in accordance with Chapters 4 & 5 of this Manual and DoD 4145.26-M (reference (aa)). Determination of the suitability of all structures will be provided to the DIS Cognizant Security Office by the DoD Component Major Command.

2. Security Procedures. The contractor shall be required to develop written procedures designed to ensure compliance with the physical security standards of this Manual. The procedures shall be available at the contractor's facility for review by government representatives.

3. Security. The contractor shall provide a security system that includes the following: lock and key control, fencing, lighting, perimeter access controls, IDS, security force, and response force all in accordance with this Manual. Response forces may be provided by local law enforcement agencies, so long as the requirements of this Manual are met.

a. Investigative Response. Any one of the following investigative responses may be utilized: (1) Central station security force, (2) Proprietary security force, (3) Subcontract security force, (4) Law enforcement officials, and (5) Properly trained, designated employees. The use of employees will only be permitted when no other manner of investigative response is available and is subject

to DIS approval. In all cases, a response by a guard or employee to an alarm shall be made.

(1) Response to an activated alarm signal shall be made within 15 minutes from the time of the alarm was first registered.

(2) Security forces dispatched by an alarm monitoring station to an alarm shall remain on the premises until a designated representative of the contractor arrives, or for a period of not less than 1 hour, whichever comes first. If a contractor representative fails to arrive within 1 hour, the alarm monitoring station shall submit a report of the incident that includes the name of the subscriber facility, the date and time of the alarm, and the name of the contractors representative who was contacted to respond. The report shall be submitted within 24 hours of the incident.

(3) Response time by a law enforcement agency should not exceed 15 minutes from the time the alarm was first registered. Arrangements must be made with the responding law enforcement agency to contact the contractor's representative within 10 minutes of alarm notification. The contractor's representative must immediately report to the facility to ascertain the nature of the alarm and take appropriate measures to ensure the security of AA&E items.

4. Additional Security Measures. Review weapon system production lines before operations to identify potential diversion risks or pilferable items that may require adjunctive physical security measures to prevent theft. The identified vulnerabilities and implemented physical security measures shall be incorporated into the contractor's security procedures and be available

for government review. Measures may include:

- a. Intensified entrance and exit inspection program.
- b. Additional barriers.
- c. Use of metal detectors at exit control points.
- d. Separation of privately owned vehicle parking from production areas, shipping, and receiving areas, and refuse containers.
- e. Internal surveillance using closed circuit television.
- f. During periods when the production line is unattended, weapons must be removed to storage areas or the production line must be protected.

4. Classified AA&E. Contractors manufacturing, storing, transporting, or otherwise holding classified AA&E will be cleared in accordance with DoD 5220.22-M (reference (z)).

5. Storage Areas. The contractor shall be required to ensure that facilities in which AA&E are located during nonworking hours or while unattended for extended periods of time are constructed to meet the requirements of this Manual. In contractor facilities where 30 or fewer arms are located, a GSA approved Class V safe with a built-in Group 1R changeable combination lock may be used for storage.

6. Intrusion Detection Systems.

a. General. All materials and equipment used in the IDS must meet the criteria prescribed in UL standards for Intrusion Detection Units, UL-639, and be

listed with the UL. A list of manufacturers of UL Listed IDS equipment can be found in the Automobile, Burglary Protection, and Mechanical Equipment Directory under Intrusion Detection Units (ANSR). Copies of the Directory may be obtained from:

Underwriters Laboratories, Inc.
Publication Stock
333 Pfingsten Road
Northbrook, 11 60062

b. All material and equipment used for the IDS shall be installed in accordance with the criteria established for Extent No.3 in the UL Standards for installation and Classification of Mercantile Bank Burglar Alarm Systems, UL-681.

c. Construction, performance and operation of equipment intended for the use in proprietary systems must be in accordance with the criteria established for Grade AA and Installation No. 3 in the UL Standards for Proprietary Burglar Alarm Units and Systems, UL-1076. A list of UL Automotive, Burglary Protection, and Mechanical Equipment Directory under Proprietary Alarm systems (CVWX).

d. The operation of electrical protection circuits and devices that are signaled automatically, recorded in, maintained in, and supervised from a central station having trained operators and alarm investigators in attendance at all times must be in accordance with the criteria established for Grade AA and Installation No. 3 systems in UL Standards for control-Station, Burglar Alarm Systems, UL-611. Available UL certified central control stations can be located in the UL Automotive, Burglary Protection, and Mechanical Equipment

Directory under Central Station (CPVX).

e. IDS must be tested monthly and records maintained of these tests.

B. Incident Reports. Contractors are required to report all losses and thefts of Risk Category AA&E to the DIS cognizant industrial security office no later than 72 hours after initial discovery. Similar information should also be given to the FBI and DoD Component Major Command. Local law enforcement agencies shall be notified.

C. Security Procedures. The contractor shall be required to develop written procedures designed to ensure compliance with the physical security standards of this Appendix. The procedures shall be available at the contractor's facility for review by government representatives.

D. Security Surveys and Inspections. To ensure that a prospective contractor will satisfy physical security requirements of this Manual, a preaward security survey should be performed by government security personnel. DIS may participate in this preaward survey. Security inspections will be performed by the DIS cognizant security office at recurring 18-month intervals during the period of the contract to ensure compliance with this Manual.

E. Waivers. Requests for waivers to the DoD security requirements of this Manual shall be submitted, in writing, by the contractor to the Government procurement contracting officer who shall coordinate such requests with the DIS Cognizant Security Office. Requests for waivers, with recommendations, shall be forwarded to the DoD Component major command for decision. Waivers normally may be granted for a period

of 1 year and may be extended only after review of circumstances necessitating an extension. Each extension shall state first extension, second extension, etc. Requests for waivers shall include a statement as to why the contractor is unable to meet requirements and outline compensatory measures proposed by the contractor to provide equivalent or better protection than the original standard. The request must also provide details of the upgrade project design to correct waived deficiencies, as well as the expected date of project completion. Copies of approved waivers shall be furnished to the applicable DIS cognizant security office. Copies of approved waivers applying to commercial carrier's transportation minimum security standards with compensatory measures taken shall be forwarded to the Commander, Military Traffic Management Command, ATTN: MT-IN, 5611 Columbia Pike, Falls Church, Va. 22041-5050

F. Exceptions. Requests for exceptions to the DoD security requirements of this Manual shall be submitted, in writing, by the contractor to the government procurement contracting officer who shall coordinate such requests with the DIS Cognizant Security Office. Requests for exceptions with recommendations shall be forwarded to the DoD Component major command for decision. Requests for exceptions shall include a statement as to why the contractor is unable to meet the requirements and compensatory or equivalent protection measures proposed by the contractor to provide comparable security. Copies of approved exceptions shall be furnished to the applicable DIS cognizant security office.

G. Accountability. The contractor shall be required to:

a. Have an accountability system for both explosive components and end items produced under a DoD contract, or furnished or released to a contractor by the Department of Defense. The records kept under the system shall reflect nomenclature and serial number; amounts produced, shipped, and on hand; and the location of explosive components and end items. Accountability records shall be maintained for a period of 2 years and reflect the disposition of the item.

b. Review accountability records and conduct quarterly inventories where bulk storage is involved. The contractor shall inventory uncrated items and items in unsealed crates by serial number, and sealed, crated arms by counting of sealed crates and containers. At facilities where weapons are tested, there shall be daily inventories of weapons drawn from storage for testing purposes.

c. Dispose of residual material in accordance with instructions of the government contracting officer and DoD 4160.21-M-1 (reference (t)).

H. Significant Incidents Pertaining To Arms, Ammunition and Explosives.

Any armed robbery or attempted armed robbery; forced entry or attempted forced entry with physical evidence of the attempt; evidence of terrorist involvement; or illegal trafficking in sensitive AA&E shall be reported to DIS and DoD Major Component Command within 72 hours in accordance with Chapter 8 of this Manual.

I. ARMS PARTS - STORAGE

Shall be stored in accordance with Chapter 4, section E. of this Manual.

Cognizant DIS INDUSTRIAL SECURITY OFFICES

Director of Industrial Security
Capital Region
2461 Eisenhower Avenue
Alexandria, Va. 22331-1000
(703) 325-9634/5 or DSN 221-9634/5

Director of Industrial Security
Mid-Atlantic Region
1040 Kings Highway North
Cherry Hill, NJ. 08034-1908
(609) 482-6505 or DSN 444-4030/1

Director of Industrial Security
Mid-Western Region
610 South Canal Street, Rm. 908
Chicago, Il. 60607-4577
(312) 886-2436

Director of Industrial Security
New England Region
Barnes Building
495 Summer Street
Boston, Ma. 02210-2192
(619) 451-4914/6 or DSN 955-4914/6

Director of Industrial Security
Northwestern Region
Presidio of San Francisco
San Francisco, Ca. 94129-7700
(415) 561-3235/6 or DSN 586-3235/6

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Long Beach, Ca. 90807-4013
(213) 595-7251

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Southeastern Region
2300 Lake Park Drive, Suite 250
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